

my.FSCJ.edu FACULTY CENTER GUIDE

ACADEMY FOR TEACHING AND LEARNING

Edition 1

"Viewing Class Schedule," pg. 3

"Viewing Class Roster," pg. 7

"Maintaining Attendance," pg. 10

"Entering Grades," pg.15

"Campus Solutions Help," pg. 20



Florida State College at Jacksonville

Enhance your career. Enrich your life.



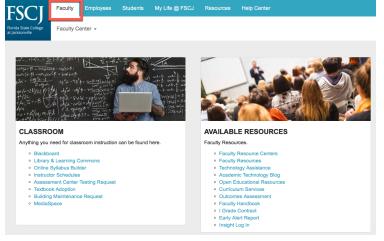
Florida State College at Jacksonville

Table of Contents

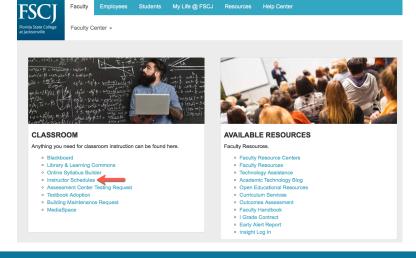
Viewing Class Schedule	3
Notes About the Class Schedule	5
Viewing Class Roster	7
Notes About the Class Roster	8
Maintaining Attendance	10
Additional Notes About the Attendance Roster	14
Entering Grades	15
Campus Solutions Help	20
Notes	21

Faculty members can view their class schedule in the Faculty Center. In order to view the class schedule:

Step	Action
1.	Begin by navigating to the Faculty Center.
	Log in to my.fscj.edu with your user name and password.
	Click the Faculty Tab .

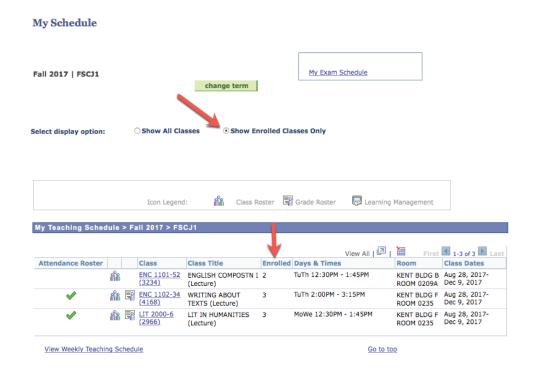


2. C	Click the Instructor Schedules .
	The class schedule defaults to the term that you selected when you last clicked on Class Schedule. If you want to select a different term, click Change Term .



all 2017 FSCJ1				change term		My Exam Schedule		
elect display option:			Show All Cla	sses OShow Er	rolled Clas	ses Only		
			Icon Legend	i: 🏦 Class R	oster 🔄	Grade Roster 🛛 😡 Learning	Management	
My Teaching Schee	dule	> Fa	II 2017 > FS	CJ1				
My Teaching Schee	dule	> Fa	ill 2017 > FS	CJ1		View All I 🖾 I	First	1-6 of 6 🕨 La
My Teaching Scheo Attendance Roster	dule	> Fa	III 2017 > FSG	CJ1 Class Title	Enrolled	View Ali [۲] ا	First Room	1-6 of 6
	dule :	> Fa					Room	Class Dates Aug 28, 2017-
		> Fa	Class ENC 1101-52	Class Title ENGLISH COMPOSTN I (Lecture)	2	Days & Times	Room KENT BLDG B ROOM 0209A	Class Dates Aug 28, 2017-
		> Fa	Class ENC 1101-52 (3234) ENC 1101-58	Class Title ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I	2	Days & Times FuTh 12:30PM - 1:45PM	Room KENT BLDG B ROOM 0209A KENT BLDG F	Class Dates Aug 28, 2017- Dec 9, 2017 Aug 28, 2017-
		> Fa	Class ENC 1101-52 (3234) ENC 1101-58 (3361) ENC 1101-63	Class Title ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I	2 0	Days & Times TuTh 12:30PM - 1:45PM TuTh 8:00AM - 9:20AM	Room KENT BLDG B ROOM 0209A KENT BLDG F ROOM 0235 TBA	Class Dates Aug 28, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017 Sep 18, 2017-
			Class ENC 1101-52 (3234) ENC 1101-58 (3361) ENC 1101-63 (3391) ENC 1101-66	Class Title ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I (Lecture)	2	Days & Times TuTh 12:30PM - 1:45PM TuTh 8:00AM - 9:20AM MoWe 9:30AM - 11:20AM	Room KENT BLDG B ROOM 0209A KENT BLDG F ROOM 0235 TBA KENT BLDG F	Class Dates Aug 28, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017 Sep 18, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017
Attendance Roster	88 88 88		Class ENC 1101-52 (3234) ENC 1101-58 ENC 1101-63 (3391) ENC 1101-66 (3394) ENC 1102-64	Class Title ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I (Lecture) ENGLISH COMPOSTN I (Lecture) WRITING ABOUT	2 7 0 7 0 1 0 1 3 7	Days & Times TUTh 12:30PM - 1:45PM TUTh 8:00AM - 9:20AM MoWe 9:30AM - 11:20AM MoWe 8:00AM - 9:15AM	Room KENT BLDG B ROOM 0209A KENT BLDG F ROOM 0235 TBA KENT BLDG F ROOM 0235 KENT BLDG F	Aug 28, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017 Sep 18, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017 Aug 28, 2017- Dec 9, 2017

Step	Action
3.	To only show classes that have enrollment, click Show Enrolled Classes Only.



Notes about the Class Roster:

My Exam Schedule: If you have a final exam encoded for your class on a date that is separate from the normal class meeting times, you can view it by clicking the "My Exam Schedule" link at the top right. An exam time will populate here, only if you have requested to have the exam encoded during a time and day that is separate from your normal class meeting time.

Class Hyperlink: When you click on the class number hyperlink you will find details about the class.

۹y ۱	ſeac	hing Schedule	> Fall 2017 > FSCJ1				
					View All	First	🚺 1-7 of 7 🗈 Las
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ŝ	ĥ	ENC 1101-52 (3234)	ENGLISH COMPOSTN I (Lecture)	9	TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
ĥ	E	ENC 1101-53 (3237)	ENGLISH COMPOSTN I (Lecture)	4	MoWe 2:00PM - 3:15PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
ĥ	- î	ENC 1101-58 (3361)	ENGLISH COMPOSTN I (Lecture)	16	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
ก่ำ	ĥ	ENC 1101-63 (3391)	ENGLISH COMPOSTN I (Lecture)	5	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017

Class Details: The Class Details area includes the class number (which is similar to the reference number), the class session, and units (which are the number of credit hours). You can also see the instruction mode (such as classroom instruction or online) and class component (such as lecture or lab). You can also see other details such as the class dates, how the class is graded, and the location of the class.

Meeting Information: In the Meeting Information area, you see when and where the class meets.

Enrollment Information: The Enrollment Information area tells you if there are any prerequisites or co-requisites for the course, and whether the class has any class attributes.

Class Availability: The Class Availability area gives you the class capacity (which is the number of students the class can accept), the Enrollment Total (which is the number who have actually enrolled), and how many seats are still available. We are not currently using the Waitlist functionality, but there are plans to use it in the future.

Description: The Description area provides the course description.

ENC 1101 - 169 English Composition I

FSCJ1 | Fall 2017 | Lecture

Class Details				
Status	Open		Course ID	109288
Class Number	6449		Offer Nbr	1
Session	B12		Career	College Credit
Units	3 units		Dates	9/18/2017 - 12/9/2017
Instruction Mode	Non-Enrollment Sectio	n	Grading	Traditional A-F
Class Components	Lecture Required		Location	Downtown Campus
class components			Campus	Downtown Campus
Meeting Information				
Days & Times	Room	Instru	ctor	Meeting Dates
ТВА	DOWNTOWN BLDG A ROOM 2064			09/18/2017 - 12/09/2017
Enrollment Informat	lon			
Add Consent	Department C	Consent Require	ed	
Enrollment Require		o enroll in ENC	1101 or must	have taken ENC 1101 or ENG
	1101C.			
Class Availability				
Class Capacity	22	Wait L	ist Capacity	0
Enrollment Total	5	Wait L	ist Total	0
Available Seats	17			
Notes				
Notes				
Class Notes	This is a hybrid section of			
	campus instruction. The on the MvFSCJ schedule			
	be accessed in Blackboa			
	internet access.			
Description				
Description				
This course embodie	s the fundamentals of ef	ffective expres	sion with emph	asis on the various forms of
	ogical and imaginative th			
	In sentence structure, di English documentation se			
reading and writing			,	
T	- dete			
Textbook/Other Mate	eriais			
Course Materi	als			

Return to Faculty Center

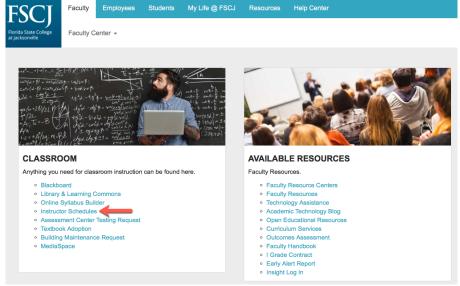
Textbooks: After an instructor completes the textbook adoption process through eFollet, then their textbooks will display in the Textbook/Other Materials area.

Return to Faculty Center Link: To get back to the Faculty Center page, you should click the "Return to Faculty Center" link, rather than hitting the back button. (Hitting back on your browser can sometimes lead you to the wrong screen).

Faculty members can view their class roster in the Faculty Center. The Class Roster is only made available once the class has at least one student enrolled.

In order to view the class roster:

Step	Action
1.	Begin by navigating to the Faculty Center.
	Log in to my.fscj.edu with your user name and password.
	Click the Faculty Tab -> Instructor Schedules.
	Click the Faculty Tab -> Instructor Schedules.



	Step	Action
	2.	Click the Class Roster Icon next to the course that you want.
ſ		

					View All 🗖	First	1-6 of 6 🕨 Las
Attendance Roster		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	สัล	ENC 1101-52 (3234)	ENGLISH COMPOSTN I (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
		ENC 1101-58 (3361)	ENGLISH COMPOSTN I (Lecture)	0	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
		ENC 1101-63 (3391)	ENGLISH COMPOSTN I (Lecture)	0	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017
	-	ENC 1101-66 (3394)	ENGLISH COMPOSTN I (Lecture)	0	MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
*	1	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
4	**	LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

View Weekly Teaching Schedule

Step	Action
3.	From the class roster, instructors can email their students by clicking the student's name, or checking the box next to the student's name and click "notify selected
	student." Alternatively, they can click "notify all students."

				ch	ange class			
	English Comp	osition I (L	.ecture)					
Days	s and Times	F	Room		Instructor	Dates		
TBA			2064	ROOM	Jimmie Barrett	09/18/2017 - 12/09/2017		
rollmer	nt Status	Enrolled	0					
oliment	t Capacity 2	22	Enrolled 5					
	_	22	Enrolled 5		Find ^{Bal}	Firs	t 🕻 1-5	of 5 🖸 L
nrolled	t Capacity 2	Name	Enrolled 5 Grade Basis	Units	Find ^{문죄} Program and Plan	Firs	t 🕻 1-5	of 5 D L Level
nrolled	t Capacity 2		Grade	Units	Program and Plan		t 🕻 1-5	
nrolled	t Capacity 2		Grade Basis	d 3.00	Program and Plan Associate Degree - Computer Information		t 🚺 1-5	Level
Notify	t Capacity 2		Grade Grade	3.00 3.00	Program and Plan Associate Degree - Computer Information : Associate Degree - Associate in Arts	Tech	t 🛙 1-5	Level Freshman
Notify	t Capacity 2		Grade	Units d 3.00 d 3.00 d 3.00	Program and Plan Associate Degree - Computer Information Associate Degree - Associate Degree - Computer Information Associate Degree - Computer Information	Tech	t 🖸 1-5	Level Freshman Freshman
Notify	t Capacity 2		Grade Basis Grade Grade	Units d 3.00 d 3.00 d 3.00 d 3.00	Program and Plan Associate Degree - Computer Information Associate Degree - Associate Degree - Computer Information Associate Degree - Associate Degree - Associate Degree - Associate Degree -	Tech	t 🚺 1-5	Level Freshman Freshman Freshman
Notify	t Capacity 2		Grade Basis Grade Grade	Units d 3.00 d 3.00 d 3.00 d 3.00	Program and Plan Associate Degree - Computer Information Associate Degree - Associate Degree - Computer Information Associate Degree - Associate Degree - Associate Degree -	Tech	t 🛙 1-5	Level Freshman Freshman Freshman

Notes about the Class Roster:

Units: In PeopleSoft, the terminology for credit or clock hours is Units.

Program and Plan: In PeopleSoft, the terminology for Program of Study is Academic Plan.

Room ISPM KENT BLI			Instructor Dates Ima Instructor 08/28/20 12/09/20	
Enrolled		0209A		
	lad in a			
Name	Grade Basis	Units	Find 🔤 🐫	First 1-2 of 2 Level
Student,Claire	Graded	3.00	Associate Deg-Non FA Eligible - IT Security	Freshman
Student, Susie	Graded	3.00	Accediate Degree	Freshman
-				Student Curle Graded 3.00 IT Security

Enrollment Status: In the Enrollment Status drop down box you can select "Dropped" to see the students who dropped without the penalty grade of W or can select "All" to see students who are enrolled, who dropped, and who are withdrawn (with the penalty grade of W). NOTE: Students who drop with penalty remain in the status of "Enrolled," but they also have a status note of "Withdrawn."

		Writing About Te	vtc (Locturo)							
			xts (Lecture)							
	MoM	s and Times	Room			Instructor	Dates			
		Ve 9:30AM-10:50	AM KENT BLD	og f roo	M 023	5	01/08/2018 - 05/01/2018			
		ent Status All nt Capacity 25	÷ Enrolle	d 26		Dropped 8				
A	I Stud	lents				Ei-	10 🖩 🖾 br	L/23/2018 10:58 First 1-34		Last
	Notify	ID Na	me	Grade	Unite					
				Basis	Units	Program and Plan		Level	Status	Status Note
1				Basis Graded	2.00	Program and Plan Associate Degree - Associate in Arts		Level Freshman	Status Enrolled	
				Basis	3.00	Associate Degree -				
1 2 3	_			Basis	3.00	Associate Degree - Associate in Arts Associate Degree -		Freshman	Enrolled	
2	0			Graded	3.00	Associate Degree - Associate in Arts Associate Degree - Associate in Arts Associate Degree -		Freshman	Enrolled Dropped	
2	0			Graded Graded	3.00	Associate Degree - Associate in Arts Associate Degree - Associate in Arts Associate Degree - Associate in Arts Associate Degree -		Freshman Freshman Freshman	Enrolled Dropped Enrolled	Note
2 3 4	0			Graded Graded	3.00	Associate Degree - Associate in Arts Associate Degree - Associate Degree - Associate Degree - Associate Degree - Associate Degree - Associate Degree -	dit	Freshman Freshman Freshman Freshman	Enrolled Dropped Enrolled Enrolled	Note
2 3 4 5	0			Graded Graded Graded	3.00 3.00 3.00 3.00	Associate Degree - Associate In Arts Associate Degree - Associate Degree - Associate Degree - Associate In Arts Associate In Arts Associate In Arts Associate In Arts Non-Degree -	dit	Freshman Freshman Freshman Freshman	Enrolled Dropped Enrolled Enrolled Dropped	Note
2 3 1 5	0		-	Graded Graded Graded Graded	3.00 3.00 3.00 3.00 3.00	Associate Degree - Associate Degree - Associate Degree - Associate in Arts Associate Degree - Associate Degree - Associate Degree - Associate Degree - Dual Enrolled College Cree Associate Degree -	dit	Freshman Freshman Freshman Freshman Freshman	Enrolled Dropped Enrolled Enrolled Dropped Enrolled	Note

Faculty members can use the attendance roster to keep track of their students' daily attendance. In order to maintain the attendance roster:

Step	Action
1.	Begin by navigating to the Faculty Center.
	Log in to my.fscj.edu with your user name and password.
	Click the Faculty Tab → Instructor Schedules.

FSCI	Faculty	Employees	Students	My Life @ FSCJ	Resources	Help Center	
lorida State College t Jacksonville	Faculty C	enter 👻					
$cx^{0}(x^{0}) = cx^{0} xx^{0}$ $2x^{0} = \frac{cy^{0}(x^{0})}{2cy^{0}}$ $4x^{0}(x^{0}) = \frac{cy^{0}(x^{0})}{2cy^{0}}$ $4x^{0}(x^{0}) = \frac{cy^{0}(x^{0})}{2cy^{0}}$ $4x^{0}(x^{0}) = \frac{cy^{0}(x^{0})}{2cy^{0}}$ $4x^{0}(x^{0}) = \frac{cy^{0}(x^{0})}{2cy^{0}}$ $CLASSRO$	- 45°2-45° A Jost-44 A Jost-54 A Jost-54 A Jost-54 A Jost-54 A Jost-54 A Jost-64 A Jost-64		n can be found	$\frac{1}{220 \times 10^{-3}}$	AVAILABLE Faculty Resou	LE RESOURCES	
Online S Instructe Assesse Textboo	& Learning C Syllabus Build or Schedules ment Center ok Adoption g Maintenanc	der Testing Request			 Faculty Technoi Acaden Open E Curricui Outcom Faculty I Grade 	lert Report	

Step	Action
2.	Click the Attendance Roster Icon next to the course that you want.

						View All 🖉	First	💶 1-6 of 6 🕨 Las
Attendance Roster		Class	Class Title	Enrolled	Days & Times		Room	Class Dates
	åå	ENC 1101-52 (3234)	ENGLISH COMPOSTN I (Lecture)	2	TuTh 12:30PM -	1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
		ENC 1101-58 (3361)	ENGLISH COMPOSTN I (Lecture)	0	TuTh 8:00AM -	9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
		ENC 1101-63 (3391)	ENGLISH COMPOSTN I (Lecture)	0	MoWe 9:30AM -	11:20AM	ТВА	Sep 18, 2017- Dec 9, 2017
		ENC 1101-66 (3394)	ENGLISH COMPOSTN I (Lecture)	0	MoWe 8:00AM -	9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
\checkmark	m 5	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3	3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
V	å 3	LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM	- 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

Step	Action
3.	Each row represents a date for each class meeting. To view all of the rows associated
	with your class meetings. Click View All .

Attendance Roster By Class

Cou Sub Clas	rrse ID: Irse Name: Iject / Catalog#: Iss Nbr: Iss Section:		VIC ENGMN 4603	т	Term: Sessio Institut Instruc	ion:	Spring 2017 Regular Academic FSCJ1	Session					
Rep	Generate ort Manager Create Attendan	ce (te Class M	ident Enroll tg Attendance All Students	Atte	endance From Datendance To Date:	05/05/20	017 🕅				
Stu	dent Attendance	e Roster					Personalize	Fin View Al	i)]]]]] [[[First 🗹	1-5 of 34		<u>st</u>
Stu	dent Attendance	e Roster		Template Nbr	Туре		Personalize	Fin View Al	To Time	First Contact Minutes	1-5 of 34 Override		<u>st</u>
Stue	dent Attendance	e Roster Print	View	Template Nbr	Type Class Meeting	٥			/	Contact			st
Stue 1 2			View View	Template Nbr		\$	*Attendance Date	*From Time	<u>*To Time</u>	<u>Contact</u> <u>Minutes</u>	<u>Override</u>		
1	Create	Print		<u>Nbr</u>	Class Meeting		*Attendance Date 01/10/2017	*From Time 9:00AM	*To Time 10:15AM	Contact Minutes 75		÷	
1	Create	Print	View	<u>Nbr</u> 1	Class Meeting Class Meeting	\$	*Attendance Date 01/10/2017 3 01/12/2017 3	*From Time 9:00AM 9:00AM	*To Time 10:15AM 10:15AM	Contact Minutes 75 75		+	

Save Refurn to Search

Step	Action
4.	Click View on the row for the date that you want.

Attendance Roster By Class

Cou Subj Clas	irse ID: irse Name: iject / Catalog#: ss Nbr: ss Section:		/IC ENGMN 4603	г	Term: Sessi Institu Instru	on: ution:	Spring 2017 Regular Academic FSCJ1	Session					
Generate Generate Generate Generate Class Generate Attendance Update Attendance					tg Attendance	Atte	endance From Dat endance To Date:	017 🛐 017 🛐					
•C	Create Attendan	ce 🤇	Update Att	endance/A	All Students	O	Jpdate Attendance	Active Only					
<u> </u>	Create Attendance)Update Att	endance/A	All Students	ા		Active Only		First 🚺	1-5 of 34		ist
<u> </u>)Update Att	endance/A Template Nbr	All Students	<u></u>				First C	1-5 of 34 Override		ist
<u> </u>	dent Attendance		Update Att	Template) 0	Personalize	Find View A	II 🖾 I 🕌	Contact			ist
<u> </u>	dent Attendance	Roster		<u>Template</u> <u>Nbr</u>	Туре		Personalize Attendance Date	Find View A	∎ 🖓 🕌 <u>*To Time</u>	Contact Minutes	Override		
Stuc 1	dent Attendance	Roster	View	Template Nbr	Type Class Meeting	0	Personalize *Attendance Date 01/10/2017	Find View A *From Time 9:00AM	∎ 🔄 🗰 <u>*To Time</u> 10:15AM	Contact Minutes 75	Override	÷	
Stuc 1 2	Create	Print	View	Template Nbr	Type Class Meeting Class Meeting	0	Personalize *Attendance Date 01/10/2017 3 01/12/2017 3	Find View A *From Time 9:00AM 9:00AM	10:15AM	Contact Minutes 75 75		•	

Save Return to Search Notify CRefresh

Step	Action
5.	To mark a student as present, select Present in the dropdown box.
	To mark a student as absent, select Not Present in the dropdown box.

Class Attendance

Course ID: Course Name: Subject / Catalog Class Nbr:	1162	4603		Term: Session: Institution Instructor	r: FSCJ1	Academic Session				
Class Section:	4000	Career	CRED							
Template Nbr:	1		Attendance Typ	e: Meeting	Attendance D	Date: 01/10/2017				
Student Attenda	nee Deeter						. •	irst 🚺 1-2 of		
Student Attenua	nce Roster				Personalize	Find View All 🖾	F F	irst 🔤 1-2 of	2 💴 Last	
	Student ID	Name		*Academic Career	Personalize	Find View All	From Time	irst 1-2 of Contact Minutes	2 💴 Last	
Enrolled			rts,Forrest	*Academic Career Credit				Contact	2 💶 Last	
Enrolled	* <u>Student ID</u> 2978523	Robe			Present	<u>Reason</u>		Contact]

 NOTE: Once the attendance roster is run on the first day of class, it is static and is not automatically updated even if a student adds or drops the class. You will know if a student is currently enrolled if they have a check mark in the Enrolled column. You can use the plus and minus icons to remove or add a student. Please note that students who are dropped for nonattendance may still appear on your attendance roster. For each class session, you can use the minus sign on the row next to their name to delete the student from your attendance roster.

Course ID: Course Name: Subject / Catalog#: Class Nbr:	106119 MEDIA/CI ^N COM 1162	VIC ENG 4603	GMNT	Term: Session: Institution Instructor	FSCJ1	cademic Session		
Class Section:		Career	CRED	Instructor				
Template Nbr:	1		Attendance Typ	e: Meeting	Attendance D	ate: 01/10/2017		
Student Attendanc	e Roster				Personalize	Find View All 🗖	j 🔛 – Fi	irst 🚺 1-2 of 2 🚺 Last
Enrolled *Str	udent ID	<u>Name</u>		*Academic Career	Present	Reason	From Time	<u>Contact</u> <u>Minutes</u>
1 🔲 🤙 97	78523	Rober	rts,Forrest	Credit	Not Present	Non-Attend		÷ E
	0	Young	,Caleb Anthony	Credit	No Action Tal 🔻	•		

Step	Action
6.	You have the option of entering a reason for the student's absence.
	Click on the Reason drop down box to select the Reason.

Course ID: Course Name: Subject / Catalog#: Class Nbr: Class Section:	Session: Regular Academic Sessio / Catalog#: COM 4603 Institution: FSCJ1 /r: 1162 Instructor: extino / cotion: 4000 Career CRED						
Template Nbr:	3	Attendance Type	e: Meeting	Attendance D	ate: 01/17/2017		
Student Attendand	tudent ID	Name	*Academic Career	Personalize F	ind View All 💷 <u>Reason</u>	Fir	st 🚺 1-2 of 2 🚺 Last Contact Minutes
1		Roberts	Credit	Not Present		9:00AM	75 🛨 🗖
2 Z Save and Return	Cancel	Young	Credit	Not Present	Dropped Jury Duty MakeUp Maternity Non-Attend Other Personal Religious Sick Unexcused		+ -

NOTE: Selecting Dropped, Non-Attend, or Withdrew will not drop the student from the class.

Step	Action
7.	If you mark someone as Present, you have the option of entering the time that the student arrived and the time the student left class.
	Enter the From Time . Enter the To Time . Note: When you click into the Contact Minutes, this field will automatically update based on the From Time and To Time.

Course ID: Course Name: Subject / Catalog#: Class Nbr:	106119 MEDIA/C COM 1162	IVIC ENG 4603	MNT		Inst	n: sion: itution: ructor:	Re	r 2017 gular Academ CJ1	ic Session		
Class Section:	4000	Career	CRED								
Template Nbr:	3		Attendance 1	Гуре:	Meeting	Atte	enda	nce Date:	01/17/2017		
Student Attendance	Roster						Per	sonalize Find	View All 🗖	🔠 Firs	t 🚺 1-2 of 2 🚺 Last
Enrolled *Stu	ident ID	Name		*Acade	emic Career	Present		Reason	From Time	<u>*To Time</u>	Contact Minutes
1		Roberts		Credit	:	Not Present			9:00AM		75 🛨 -
	0	Young		Credit		Present	٥	r	9:00AM	10:15AM	75 🕑 🖃

Step	Action
8.	Click Save and Return.

Course ID: Course Name: Subject / Catalog#:	106119 MEDIA/C COM	IVIC ENG 4603	MNT		Term Sess			2017 gular Academic S	ession			
Class Nbr:	1162	4603				uctor:	F3(601				
Class Section:	4000	Career	CRED									
emplate Nbr:	3		Attendance T	Type: Me	eeting	Atte			17/2017	141		_
Student Attendanc	e Roster						Pers	sonalize Find Vie	w All [[2]	First	1-2 of 2	Last
Enrolled *St	udent ID	<u>Name</u>		*Academic (<u>Career</u>	Present		Reason	From Time	<u>*To Time</u>	Contact Minutes	
1		Roberts		Credit		Not Present			9:00AM		75	+
2 🕢	0	Young		Credit		Present	0	0	9:00AM	10:15AM	75	+

Additional Notes about the Attendance Roster

Online Classes: For online classes, only one class meeting initially populates the attendance roster. To add additional class meetings, follow the steps below:

1. Click the plus sign.

Attendance R	oster B	y Class										
Course ID: Course Name: Subject / Catalog#:	100187 AC/REFRI ACR	3 THEORY I 0001		Term: Session Instituti		Fall 2017 Clock Hour Sessi FSCJ1	on 154					
Class Nbr:	5158			Instruct	or:							
Class Section:	1											
.Denerate		🗹 Popula	te from St	udent Enroll	Atte	endance From Dat	e: 08/28	2017				
Report Manager		Gener	ate Class I	Mtg Attendance	Atto	endance To Date:	12/12	2017				
Create Attendar	nce (Update A	ttendance	All Students	0	Update Attendan	elActive O	nily				
Student Attendance	Roster					Estatos	ize Eind M	esc.Al 🗗	📒 Fisi	15 at 21		List
			Template Nitr	Ive		'Attendance Date	From Ilme	<u>To Time</u>	Centact Minutes	Querrida	♦	
1 Create	Print	View	1	Class Meeting		08/28/2017	7:38AM	11:30AM	240	10	•	

2. Select **Class Meeting** in the Type drop down, enter the **Attendance Date**, the **From Time** and **To Time**, and click the **Override** checkbox.

Course ID: Course Name:	100187	RIG THEORY		Term: Session		Fall 2017						
Course Name: Subject / Catalog#:	ACR	0001	1	Instituti		Clock Hour Sessio FSCJ1	0 154					
Class Nbr:	5158			Instruct	or:							
Class Section:	1											
Generate		🗹 Popul	ate from S	tudent Enroll	Att	endance From Date	From Date: 08/28/2					
Report Manager		Gene	rate Class	Mtg Attendance	Att	endance To Date:	12/12/2	017				
Create Attendar	ice	🕲 Update A	utendance	All Students	0	Update Attendance	e/Active On	N .				
Student Attendance	Roster					Personala	e Eind Me	wali 🖾 i	📶 🛛 Fist	15 of 31	D	
			Template Nbr	lyne		Attendance Date	From Time	"To Time	Contact Minutes	Override		
1 Create	Pret	View	1	Class Meeting		08/28/2017	7.304M	11-30AM	240		Đ	
2 Create	Print	View	-	Class Meeting		09/04/2017	1:00PM	3:00PM		1	-	t

3. Click **Create**. This creates the class meeting so that you can enter attendance as normal.

Course ID: Course Name: Subject / Catalog#: Class Nbr: Class Section:		G THEORY 0001	I	Term: Sessior Instituti Instruct	en:	Fall 2017 Clock Hour Sessk FSCJ1	vn 154					
Centrate Centrate Attendance Cedate Attendance						endance From Dat endance To Date:	e: 08/28/ 12/12/					
		🖯 Update A	ttendance	All Students	0	Update Attendanc					_	
Student Attendance	Roster					Personal	ze Eisd Vie	wal 🚱 I	First	🛛 1-5 of 30	D	.isit
			<u>Template</u> Nikr	Lyne		<u>"Attendance Date</u>	<u> From Time</u>	<u>"To Time</u>	Contact Minutes	<u>Override</u>		
1 Create	Print	View	1	Class Meeting		08/28/2017	7:30AM	11:30AM	240		٠	-
2 Create	Print	View	30	Class Meeting	•	09/04/2017 📵	1:00PM	3:00PM		V	٠	

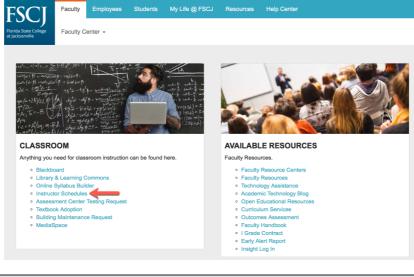
Downloading: You can download each the attendance for each day to an excel file by clicking the Download icon. This puts the attendance information for that class meeting in an excel file.

Course ID: Course Name: Subject / Catalog# Class Nbr: Class Section:		VIC ENG 4603 Career	MNT CRED				Re	r 2017 gular Academic S CJ1	ession				
Template Nbr:	3		Attendance	Гуре:	Meeting	At			/17/2017				
Student Attendan	ce Roster						Per	sonalize Find Vi	sw All 🖾	First	1-2 of 2	🕨 La	
Enrolled *	Student ID	Name		*Academi	<u>c Career</u>	Present		Reason	From Time	<u>*To Time</u>	Contact Minutes		
1		Roberts		Credit		Not Present			9:00AM		75	+	E
2 🗸	0	Young		Credit		Present	0	0	9:00AM	10:15AM	75	+	-

Faculty members will use the grade roster to enter final grades. Grade rosters are generated the Friday before the end of the class unless requested or noted on the academic calendar, and faculty members have until the final grade window deadline to enter grades.

To enter grades on the grade roster:

Step	Action
1.	Begin by navigating to the Faculty Center.
	Log in to my.fscj.edu with your user name and password.
	Click the Faculty Tab → Instructor Schedules.



Step	Action
2.	Click the Grade Roster Icon next to the course that you want.

			Icon Legend	l: 🏦 Class Ri	oster 📑	Grade Roster	Ranning	Management	
My Teaching Sche	dule	> F	all 2017 > FS	SCJ1					
							View All 🗖	First	1-3 of 3 🕨 Last
Attendance Roster			Class	Class Title	Enrolled	Days & Times		Room	Class Dates
	å		ENC 1101-52 (3234)	ENGLISH COMPOSTN I (Lecture)	2	TuTh 12:30PM -	1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
×	สัย	R	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3	3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
~	ñ	5	<u>LIT 2000-6</u> (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM	- 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

Note: The grade roster is static, and is not automatically updated. This means that if a student adds your class after the grade roster is generated, that student will not be on the grade roster. If you notice that a student needs to be added to or removed from your grade roster, submit a Help Desk ticket. The student's final grade must also be indicated in the Help Desk ticket so that it can be posted at the time of enrollment.

Step	Action
3.	Click the drop-down arrow in the Grade Roster column.
	Select the grade that you want to assign to the student.

	lay Options: Grade Roster Display Uni	Type Final Gra assigned Roster (0	Grade Ros *Approv	ter Action: ral Status Not Reviewed	Save
Stuc	dent Grade	Transcript Note	Roster	Official	Grading	Program and Plan	Level
	1 9999006		Grade	Grade	Basis	Associate Deg-Non FA Eligible -	Freshman
	2 9999005	_		-	GRD	IT Security Technical Certificate - Paramedic	Freshman
	3 9999004	Student,Susie		_	GRD	Associate Degree - Radiation Therapy	Freshman
View	All 🖾 Dow	nload H H	Rows 1 - 3 of 3	₩ ₩			I
Sele	ct All Clear						Printer Friendly Versio
n	otify selected	- add this grade	to selected s				
							SAVE

Alternatively, if you want to add the same grade to several students

- 1. Check the check boxes next to the names of those students.
- 2. Scroll to the bottom of the screen, and select the drop down box next to the button called **Add this grade to selected student**.
- 3. Choose the grade that you want to assign to these students.
- 4. Click **Add this grade to selected student**, and it will add the grade to those students.

	*	Grad	Options: le Roster T splay Unas	ype Final Grac signed Roster G		٥	Grade Ros		ave
ſ	Stu	dent	Grade	Transcript Note	Roster	Official	Grading	Program and Plan	Level
		1	9999006	Student,Claire	Grade	Grade	Basis	Associate Deg-Non FA Eligible - IT Security	Freshman
		2	9999005	Student, Jonny			GRD	Technical Certificate - Paramedic	Freshman
		3	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman
	View	All [기 Down	load H H p	Rows 1 - 3 of	3 ₱ ₱			
	<u>Sele</u>	ct	Clear Al	1				Printer	Friendly Version
	С		€ <-	add this grade to	o selected	students			
	n	otify	selected s	students	notify all	students			
								SAVE	

Step	Action
4.	Select the Approval Action .

Stu	dent	Grade	Transcript Note					
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
	1	9999006	Student,Claire	во		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
	2	9999005	Student, Jonny	•		GRD	Technical Certificate - Paramedic	Freshman
	3	9999004	Student, Susie	0		GRD	Associate Degree - Radiation Therapy	Freshman
iew	AIL	J Dowr	nload M M	Rows 1 - 3 of	3 ▶ 1			
Sele	ct Al		add this grade t	o selected	students		Pr	nter Friendly Ver

There are three approval statuses:

Not Reviewed: This indicates that the faculty member has not input any grades on their roster. This is the default status for all grade rosters when generated.

Ready for Review: This status is used when partial grades have been added to the roster or when all grades have been added but the instructor is not ready to indicate that they want the grades posted.

Approved: This should be selected when the faculty member has added all final grades for the class and they approve the grades to be posted to the student's academic history. Once in the approved status the grades will be posted to the student's academic history within 24 hours.

NOTE: Faculty members must remember to put their grade rosters in the Approved status by the end of the grading window in order for those grades to be posted to the students' transcripts. The Registrar's Office will post any blank grades as Not Reported (NR) to the students' transcripts.

If you need to change grades once they are posted, you will need to complete the Grade Change process. If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades. The ability to change grades is open for a year after the class is completed. This will allow faculty the time needed to change "I" grades.

Step	Action
5.	Click Save.

			ssigned Roster G					
Stu	dent		Transcript Note	Roster	Official	Grading		
		ID	Name	Grade	Grade	Basis	Program and Plan	Level
	1	9999006	Student,Claire	в 🟮		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
	2	9999005	Student, Jonny	C		GRD	Technical Certificate - Paramedic	Freshman
	3	9999004	Student,Susie	CO		GRD	Associate Degree - Radiation Therapy	Freshman
iew	All	Down	nload 🕅 ៧	Rows 1 - 3 of	3 ₩ ₩			
Sele	ct All	l Clear A					Printe	r Friendly Ve
2616								
n		selected	add this grade t	notify	students		1	

Step	Action
6.	When you have entered all grades, be sure to set the Approval Status as Approved .
	Click Save .

Stuc	lent	Grade	Transcript Note	(TTT)				
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
	1	9999006	Student,Claire	в		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
	2	9999005	Student, Jonny	с		GRD	Technical Certificate - Paramedic	Freshman
	3	9999004	Student,Susie	с		GRD	Associate Degree - Radiation Therapy	Freshman
/iew		고 I Down	load 🔣 📢	Rows 1 - 3 of	3 ₩ ₩			
Selec	ct 01	Clear Al					Printe	r Friendly Ver

The word "Saved" will briefly appear in the upper right-hand corner. To check that the grades have been saved, click on **My Schedule**, click the Grade Roster icon for this class. If you see grades populated in the Grade Roster when you go back into it, you know that the grades have been saved.

Additional Notes about the Grade Roster

Display Unassigned Roster Grade Only: If you want to only display those students to whom you have not assigned a grade, check the "Display Unassigned Roster Grade Only."

	Display Options: *Grade Roster Type Final Grade © Display Unassigned Roster Grade Only					Grade Roster Action: *Approval Status Not Reviewed Save					
Stue	dent	Grade	Transcript Note	Roster	Official	Grading					
		ID	Name	Grade	Grade	Basis	Program and Plan	Level			
	1	9999005	Student, Jonny			GRD	Technical Certificate - Paramedic	Freshman			
	2	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman			
View	Ali I	Down	load 🛛 🕅 🖬	Rows 1 - 2 of	2 🕪 🖹						
<u>Sele</u>	Select All Clear All Printer Friendly Version										
		≎ <-a	add this grade to	o selected	students						
n	otify	selected s	students	notify all	students						
							SAVE				

Notify Students: When you click on "notify selected students," "notify all students," or click on the student's name, this allows you to send an email to the student. **It does not notify the student of their grade.**

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only					٥		ter Action: val Status Not Reviewed	save
ud	lent	Grade	Transcript Note					
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
	1	9999005	Student, Jonny			GRD	Technical Certificate - Paramedic	Freshman
	2	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman
	All :t All	<u>Clear</u> A	<u>11</u>					Printer Friendly Ver
no		selected	add this grade	notify all				

View All: If you have more than 20 students, you will want to click View All at the bottom of the grade roster in order to see all of your students.

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only					0	*Approval Status Not Reviewed Save		
Stu	dent	Grade	Transcript Note					
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
	1	9999006	Student,Claire			GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
	2	9999005	Student, Jonny			GRD	Technical Certificate - Paramedic	Freshman
	3	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman
lew	All	J Dowr	lload 🛛 🕅 📢	Rows 1 - 3 of	3 ₩ ₩			
Sele	ct Al		add this grade t		students		Pri	nter Friendly Vers

Campus Solutions

Grades for Students Auditing Classes

For students who are auditing your class, the only option that you will see in the roster grade drop down will be X. Please assign a grade of X for that student.

Getting Help for Campus Solutions

- 1. Go to <u>help.fscj.edu</u>
- 2. Click **Get Help.**
- 3. Log in with your User Id and Password.
- 4. Select the category **My FSCJ**.
- 5. Select the subcategory **Student Records**.
- 6. Complete the rest of the form with your status, phone number, a short description, and details of the issue.
- 7. Click Submit.

NOTE: If your class schedule is not correct, those inquiries should go through your department or school.

Campus Solutions Training Website

For training videos and materials on Campus Solutions visit the Campus Solutions training website at https:// training.fscj.edu/cs. Then, go to the "Faculty" tab.

N	OTES: